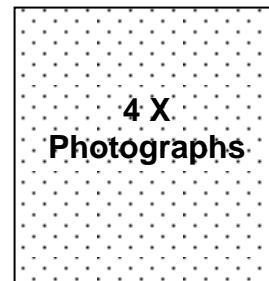




STAFF APPLICATION FORM



Please complete this form in ink in your own handwriting. Answer ALL questions. Failure to do so may result in your application not being processed. Entering 'None', 'N/A' or a line through the answer box is not sufficient or acceptable.

ALL APPLICANTS MUST BE AWARE THAT WHILST COMPLETING THIS FORM, SHOULD ANY FALSE OR MISLEADING INFORMATION BE INCLUDED, THIS WILL CONSTITUTE GROUNDS FOR INSTANT DISMISSAL AND POLICE INVESTIGATION.

Position applied for _____ Part Time / Full Time

Title _____ Surname _____ First Name _____

Address _____

Postcode _____ Nationality _____

Home Tel No _____ Mobile No. _____

E-mail Address _____

National Ins No _____ Date of Birth _____

Age _____ Place of Birth _____

Height _____ Weight _____

Next of Kin _____ Relationship _____

Address (if different from above) _____

Tel No. _____

Do you hold a full valid Driving Licence? Yes / No Manual / Automatic

Licence no _____ **Do you have transport?** Yes / No

Do you hold any valid **SIA Licences?** Yes / No

Licence No	Division	Expiry Date
_____	_____	_____
_____	_____	_____

Education, Training and Qualifications

Please give details of any training courses attended as well as any examinations taken, qualifications gained (if applicable). Evidence may be required before an appointment is offered.

Subject	Qualification	Date Taken	Grade	Name / Address of Establishment

Have you had any security work experience?

Yes / No – Give details

Have you had any first aid experience?

Yes / No – Give Details

Do you have any part/full time jobs that you wish to continue?

Yes/No – Give details

Can you speak a foreign language?

Yes / No – Give details

General / other relevant skills and experience

What are your main interests (ie sports and hobbies)?

Employment History

Please give full details covering the last 10 years, or since you were 16, including schools and colleges and any periods of unemployment: **You Must Provide This Information**

Name & address of Employer	Position Held / Nature of work	Date of Employment	Reason for leaving	Salary details

Have you applied for a position within our company before? Yes / No
If yes, were you declined employment? If so, please state the reasons.

If you have previously been employed by our company please state the dates:

FROM _____ TO _____

Please explain what attracts you to the type of work you are applying for, why we should select you ahead of other candidates and give evidence of your suitability:

Please state details of any conviction and/or cautions (motoring or criminal)

You must declare any charges or summons currently outstanding against you. You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975) or any involvement with civil, military or transport police. You must also declare if you have ever been involved in any criminal investigation whether or not this led to prosecution (either of yourself or others). Failure to do so may result in disciplinary procedures or dismissal.

Details of motoring convictions, date of offence, result: If none see notes: If you have no motoring convictions record please write I do not have any motoring convictions here:	Details of criminal convictions, date of offence, result: If none see notes: If you have no criminal convictions please write I do not have any criminal convictions here:

If you have received a custodial sentence please state commencement, release date and name of institution. **If you have not been in prison please write I have not been in prison below:**

Commencement	Release Date	Name of Institution

Please give details of all bankruptcy and court judgements

Health

- | | |
|--|----------|
| 1. Do you have dermatitis or skin trouble? | Yes / No |
| 2. Do you have gastric or duodenal ulcers? | Yes / No |
| 3. Do you suffer from deafness, ear infections or sinusitis? | Yes / No |
| 4. Do you suffer from chest disorders, asthma or bronchitis? | Yes / No |
| 5. Do you suffer from diabetes? | Yes / No |
| 6. Do you suffer from back disorders? | Yes / No |
| 7. Do you suffer from fits or fainting? | Yes / No |
| 8. Do you suffer from migraines? | Yes / No |
| 9. Do you wear glasses? | Yes / No |
| 10. Do you suffer from mental disorders? | Yes / No |
| 11. Have you any medical problems which often causes you to be absent from work, or had any serious illness / hospitalisation within the last 2 years? | Yes / No |

If you have answered yes to any of the above questions, please give details:

Please state if you have any alternative medical or physical illnesses, or any learning disabilities that may affect your work ability within our company.

Disability: Do you consider yourself to have a disability? Yes / No

If yes, please state the nature of the disability _____

Your reg. no _____ Certificate Expiry Date _____

We are working towards equality of opportunity and applications from disabled people are welcomed. The nature of certain disabilities may need to be taken into account for some types of work.

References

Please give the name and address of your last employer and a referee who is not a friend or a family member: **You must provide 2 references.**

1. 2.

Tel No: Tel No:
 Email: Email:

Please sign and return the attached Authorisation to Provide Information, in order that references may be obtained.

Right Guard Security UK Ltd is an Equal Opportunities employer.

I confirm that the information provided above is, to the best of my knowledge, accurate and correct.

ALL APPLICANTS MUST BE AWARE THAT WHILST COMPLETING THIS FORM, SHOULD ANY FALSE OR MISLEADING INFORMATION BE INCLUDED, THIS WILL CONSTITUTE GROUNDS FOR INSTANT DISMISSAL.

Signed: Date:
 Applicant Signature

Application Checklist

4 recent passport size photographs (in colour)		Copy of any training certificates	
Copies of relevant ID (see attached sheet)		2 x references	
Copy of your SIA licence & Disclosure printout		Details of criminal convictions/cautions	
National Insurance number		Details of bankruptcy and court judgements	

Send completed application form, together with the above supporting documentation, to:

Right Guard Security UK Ltd
Security House, 3 Simmonds Road, Canterbury, Kent CT1 3RA
Tel No: 01227 464588 Fax No: 01227 464188
www.rightguard.co.uk

Right Guard Security UK Ltd is a private limited company registered at Companies House in England and Wales.
 Company Registration Number 6900006

Acceptable Proof of Identification

Please do not send original documents - photocopies are acceptable

Group A

- Signed valid passport (any nationality)
- Signed UK photo driving licence (both parts of the full or provisional licence are required)
- Original UK Birth Certificate (issued within 12 months of birth)
- UK Adoption Certificate

Group B

- Valid UK firearms licence with photo
- UK Birth Certificate (issued more than 12 months after date of birth)
- Marriage Certificate or Civil Partnership certificate (with translation if not English)
- P45 statement of income for tax purposes on leaving a job**
- P60 annual statement of income for tax purposes**
- Bank or Building Society statement issued to current address ***(You can use more than one statement as long as each is issued by a different service provider)***
- Mortgage statement**
- Pension, endowment or ISA statement**
- Gas/electric/telephone/water/satellite/cable/mobile phone contract/utility bill from current address **(You can only use a maximum of one utility bill)***
- Certificate of British Nationality
- British work permit or Visa**
- A payslip, with your address, and the employers name or logo*
- A credit card statement from current address **(You can use more than one statement as long as each is issued by a different service provider)***
- Child Benefit book**
- Court summons**
- Letter from H.M. Revenue & Customs /DWP/Employment Service/local authority **(You can use more than one statement as long as each is issued by different Government departments or different local authorities)***
- TV licence in your name and current address**
- Valid EU photo ID card
- Signed UK paper driving licence
- Non UK Birth Certificate (with translation if not in English)
- Council Tax statement**

* Documentation should be less than 3 months old

** Issued in last 12 months

Accepted Identification Documents:

- **Two identity documents from Group A. At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.**

OR

- **One identity document from Group A and two documents from Group B. At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.**

Equal Opportunities Monitoring Form

The completion of this form is voluntary, but we appreciate it when candidates take the time and trouble to do so, because the information it contains helps us monitor and improve our equal opportunities policies and procedures. This form is detached from the application form before decisions about short listing are made, thus ensuring that all such decisions are based on merit.

Any information supplied by you will remain confidential

Gender

Male Female

Status

Married Single Widowed
 Separated Divorced

Ethnic Origin

White

British
 White Irish
 Other white background

Black or Black British

Black or Black British – Caribbean
 Black or Black British – African
 Other Black background

Mixed

Mixed – White and Black Caribbean
 Mixed – White and Black African
 Mixed – White and Asian
 Other Mixed background

Asian or Asian British

Asian or Asian British - Indian
 Asian or Asian British – Pakistani
 Asian or Asian British – Bangladeshi
 Other Asian background

Chinese

Chinese

Other Ethnic (please describe below)

Other Ethnic background

Disability

Are you disabled? Yes No

If “yes” please describe the nature of your disability:

How did you learn of this vacancy?

Newspaper Careers Centre Friend TUPE

Other (please specify)

Signed Date

Print ERN



Authorisation to Provide Information

I, understand that employment with Right Guard Security UK Ltd is subject to satisfactory references and security screening in accordance with the British Standard BS7858.

I undertake to co-operate with Right Guard Security UK Ltd in providing any additional information that is required.

I authorise Right Guard Security UK Ltd to approach previous employers, schools, colleagues, character referees or Government Agencies to verify that the information I have provided is correct.

I authorise Right Guard Security UK Ltd to obtain a Financial History Report from an authorised Credit Reference Agency.

I understand that this information is strictly confidential in line with the current data protection regulations and all information gathered will be treated with confidence.

I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.

Signature:

Print Name:

Date:

Many thanks for your co-operation in this screening process.